

<div>横須賀基地空席広報</div> <div>VACANCY ANNOUNCEMENT</div> <div>***** Open Until Filled *****</div>		広報番号 : Announcement No.	NE-HPT-171-06 (OUF)
		募集締切日: Closing Date	1 st Cut Off: 4 Oct 06 10 th and 25 th of each month until filled after the 1 st cut off
		発行日: Date of Issue	15 Sep 06
1.職種名 Job title (等級 Grade <u>5</u> / 語学等級 LAD <u>N/A</u>) Counter Attendant Foreman B #2039 (カウンターアテンダントフォアマン B) <input type="checkbox"/> 事務系 (Administrative) <input checked="" type="checkbox"/> 技能系 (Blue Collar Trade)		募集人数 No. of Recruitment 1 名	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity Navy Exchange, Yokosuka Food Services Department SRF/PWC/FISC Cafeteria 勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka		5.雇用の種類 Type of Employment <input type="checkbox"/> IHA <input checked="" type="checkbox"/> HPT <input type="checkbox"/> 常用 Permanent 時給 1,020 円 <input type="checkbox"/> 限定 Limited Term (__ カ月 Months)	
3.勤務時間 Work Schedule (週 40 時間制 hrww) 勤務日 Work Days 5 days/week 勤務時間 Work Hours 8 hours/ day 0800-1645 休憩 Recess Period 45 min /day <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties Supervises and coordinates food service operation function at SRF/PWC/FISC Cafeteria. Plans and schedules sequence of operations and establishes required priorities. Explains work requirements and new procedures to subordinate employees, provides advice when problems occur. Reviews work for overall adequacy, timeliness and compliance with established procedures. Adheres to Navy Exchange customer service standards by maintaining a neat, clean, appropriate appearance with prompt/ friendly manner as required. Adjusts informal complaints through discussion with associates. Insures necessary training of subordinates. Recommends performance requirements and provides input regarding performance appraisals. Receives payments from customer and makes change. Closes down food service facilities at the end of business day, secures all door and reconcile sales cash of the day. Prepares, cooks and serves food/ soft drinks/ice cream dishes to customers. Performs other related duties as assigned.			
7.資格要件 / 身体条件 Qualification / Physical Requirements a. One year of trade and/ or manual work in a related field. b. Knowledge of customer service concepts and practices. c. Ability to cut with the use of a knife and to cook of meat, fish and vegetables. d. Ability to operate a cash register, count cash and accurately make change. e. Ability to supervise subordinate employees. f. Ability to speak, read and write at average proficiency level. *A handicapped applicant may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A		免許証 / 修了証 License/Certificate Required : N/A	

8.提出するもの Application and Associated Documents	職務状況 Working Condition
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<p>* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnj.navy.mil</p> <p>* <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) http://hro.cnj.navy.mil</p> <p>* の記入は *Complete in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</p> <p><input type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)</p> <p><input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy</p> <p><input checked="" type="checkbox"/> 外部応募者でハローワークからの紹介者は、ハローワーク紹介状 For applicant referred from Hello Work, "Hello Work Referral Card"</p>	<p>Works on holidays and irregular schedule. 休日出勤および不規則勤務あり</p>	
<p style="text-align: center;">9. 応募書類提出先 Office to Submit</p> <p>内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違いの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement:</p> <p>1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to: 〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地日本人雇用課 (N132) COMNAVFJORJAPAN, Human Resources Office (HRO) Yokosuka 内線/Extension 243-8152 JN Employment Division (N132) *部隊担当者名 Office/POC: Navy Exchange Personnel Office/Mr. Tominaga NEX 人事課, 軍電 (DSN) 243-5149.</p> <p>2. 外部（非従業員）提出先 Off Base Applicants must submit to: 〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka (独) 駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA 管理第一係 Management Section 電話番号 Phone 046-828-6959 受付時間：月曜- 金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.</p>		
<p style="text-align: center;">事務処理欄 For Official Use</p>		
<p>PD No.: NEX-CAFE-004-PT</p>	<p>PD is accurate and current. Certified by Activity: tb</p>	<p>HRO: AH 9/13 ah 9/13</p>

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed.
 提出された応募書類はお返ししません。Submitted applications will not be returned.
 HPT-Hourly Pay Temporary (日本政府雇用・時給制臨時雇用従業員)
 契約期間-1 年を越えない期間（その後更新の可能性あり）
 交通費支給。勤務時間が週 30 時間以上の場合、社会保険の保障があります。
 勤務場所・勤務時間・休日などは、業務の都合で変更になる可能性があります。